**Recreation Manager**

Salary (DOQ): **$40,000 - $45,000** annually FLSA: Exempt PC #: 255-040

Reports to Parks and Recreation Director. Manages all aspects of department operation related to the development, planning, organization, marketing, implementation, supervision and evaluation of all athletic, recreation and special event related services provided by the department.

# ESSENTIAL JOB FUNCTIONS:

* Establish, schedule, coordinate, implement and supervise athletic leagues offered by the department to include sponsorship acquisition and marketing as determined by supervisor.  Solicit, train, schedule, supervise and process payment for all league officials and scorekeepers.  Using available software applications maintain schedules, standings and all league communications to include the programming of field lights per approved schedules.  Assist with allocation of city facilities and perform prompt and professional liaison responsibilities between department and recognized associations.  Prepare and maintain all necessary paperwork and electronic messaging to support league and tournament activities, association field allocation and communication, umpire payroll, budget information, inventory tracking and necessary equipment and award purchasing. Prepares correspondence, fiscal records and reports on departmental activities.  Schedules and coordinates player appeal hearings related to league and tournament play.  Assists in monitoring professional service contracts related to officiating and tournament implementation.  Communicates and documents needed facility repairs and assures safe play conditions.  Assists with department budget preparation and management.  Understands and enforces all city and department policies and procedures in a timely and professional manner.  Ability to work extended hours, evenings and weekend assignments.  Performs other duties as assigned.

# EDUCATION AND EXPERIENCE:

* + High school diploma or GED. Associate’s degree preferred.
	+ Minimum five years of progressively responsible experience in municipal parks and recreation programs Supervisory experience.
	+ Some college course work in recreation management, physical education or related field.
	+ Minimum of one-year athletic programming experience with leagues and/or tournament coordination.

# MINIMUM REQUIREMENTS:

* + Valid Texas Class “C” Driver’s License with the ability to maintain city driving standards.
	+ Certification in C.P.R., A.E.D. and Basic First Aid or obtain within six months of employment.
	+ Professional Sports Manager Certification or a similar, or obtain within the first three years.
	+ Proficiency in operation hardware and software applications related to league registrations, facility reservations, scheduling, website management and facility light programming.
	+ General knowledge of U.S.S.S.A, USA Softball, and T.A.A.F policies and procedures related to athletic league administration.
	+ Some experience with officiating basketball, volleyball, softball, soccer, baseball, flag football, and the ability to train sports officials is preferred.
	+ Musco Control-link for light programming.

# KNOWLEDGE, SKILLS AND ABILITIES:

* + Comprehensive knowledge of the principles and practices of parks and recreation programs.
	+ Comprehensive knowledge of policy and program development and evaluation.
	+ Ability to effectively manage and supervise personnel.
	+ Ability to prepare reports on highly technical projects and associated issues.
	+ Ability to speak effectively before City officials, professional groups and the general public.
	+ Proficient in computer systems and decision support system.
	+ Ability to establish and maintain effective relations with co-workers, City officials, and the general public.
	+ Skill in the use of all programs in Microsoft Office.

# WORKING CONDITIONS:

* + Work is performed in both indoor and outdoor activity with varied weather conditions and temperatures.
	+ May require a considerable amount sitting, walking, and standing, required to work under tough pressure of deadlines, constant phone calls; making quick decisions within the scope of assigned responsibility; handling requests from the public and supervisors simultaneously.
	+ Long hours on occasion and dealing with customer dissatisfaction; requires that a high degree of stress does not affect the efficiency and quantity of work performed.
	+ Ability to lift up to 25 pounds.

# TO APPLY:

Download employment application at [www.ennistx.gov](http://www.ennistx.gov/) and return to Human Resources – 115, W. Brown St., Ennis, TX 75119 or fax to 972.875.2301 or email to *humanresources@ennistx.gov*.

***Position open until filled.***

**THE CITY OF ENNIS IS AN EQUAL OPPORTUNITY EMPLOYER AND A DRUG FREE WORKPLACE**